

City of Norfolk

NOTICE

To All Private Enterprises

The City of Norfolk (the "City"), Public Works Department - Division of Transportation (DOT) is seeking proposals from qualified Control Room Video System Vendor(s) to remove and replace the existing Advanced Traffic Management System (ATMS) Video Wall, provide a Digital Video Management System, and Upgrade the existing Analog Video streams to IP Video.

The City invites all persons or firms to respond to the Request for Proposals ("RFP") 4660-0-2015/WT by submitting a proposal consistent with the terms and conditions of this solicitation.

Pre-proposal Conference Date and Time: February 24, 2015, at 2:00pm.

Any proposals submitted by Companies that did not participate in the Pre-proposal Conference will not be accepted and will be returned.

RFP Closing Date and Time: March 18, 2015, 2:00 pm.

Request for Proposals 4660-0-2015/WT

Norfolk Smart Traffic Center ("STC") Digital Video Management System and Video Wall Upgrade

Procurement Specialist: Wendy Turner, Office of the Purchasing Agent

V: 757-664-4021

F: 757-664-4018

wendy.turner@norfolk.gov

Issued: February 13, 2015

**RFP CLOSING DATE AND TIME: March 18, 2015
2:00 p.m. Eastern Time**

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1____ #2____ #3____ #4____ (Please Initial)

THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION, IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND REQUIREMENTS SPECIFIED HEREIN. THE SIGNATURE BELOW SHALL BE PROVIDED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Authorized Agent: _____

Signature

Type or Print Name

Email Address

Telephone Number

Fax Number

Company Name

Company FEI/FIN#

RFP Closing:

Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this RFP. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be returned to the Offeror unopened. Proposal shall be delivered to: **Office of the Purchasing Agent ("Issuing Office")**

232 E. Main Street, Suite 250

Norfolk, Virginia 23510

RFP 4660-0-2015/WT, Digital Video Management System and Video Upgrade

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A. SECTION I – PURPOSE, BACKGROUND AND SCOPE OF SERVICES:

A. Purpose

The intent of this Request for Proposals (“RFP”) is to solicit sealed technical and cost proposals from qualified offerors to furnish, install, and fully integrate video wall upgrades for the Smart Traffic Center, and to include digital video management system (“DVMS”) and network video recording (“NVR”) software and hardware.

The Successful Offeror will be required to fully integrate the proposed DVMS and NVR software locally at the STC with the proposed video wall upgrade hardware and server. In addition, the Successful Offeror shall provide training and technical support as per the stated requirements within this RFP. In addition the Successful Offeror shall provide Annual Maintenance Services to the City of Norfolk (the “City”) for this System. It is the responsibility of the Successful Offeror to include any and all items required for a complete and comprehensive solution, regardless of their inclusion or exclusion in this document.

B. Background

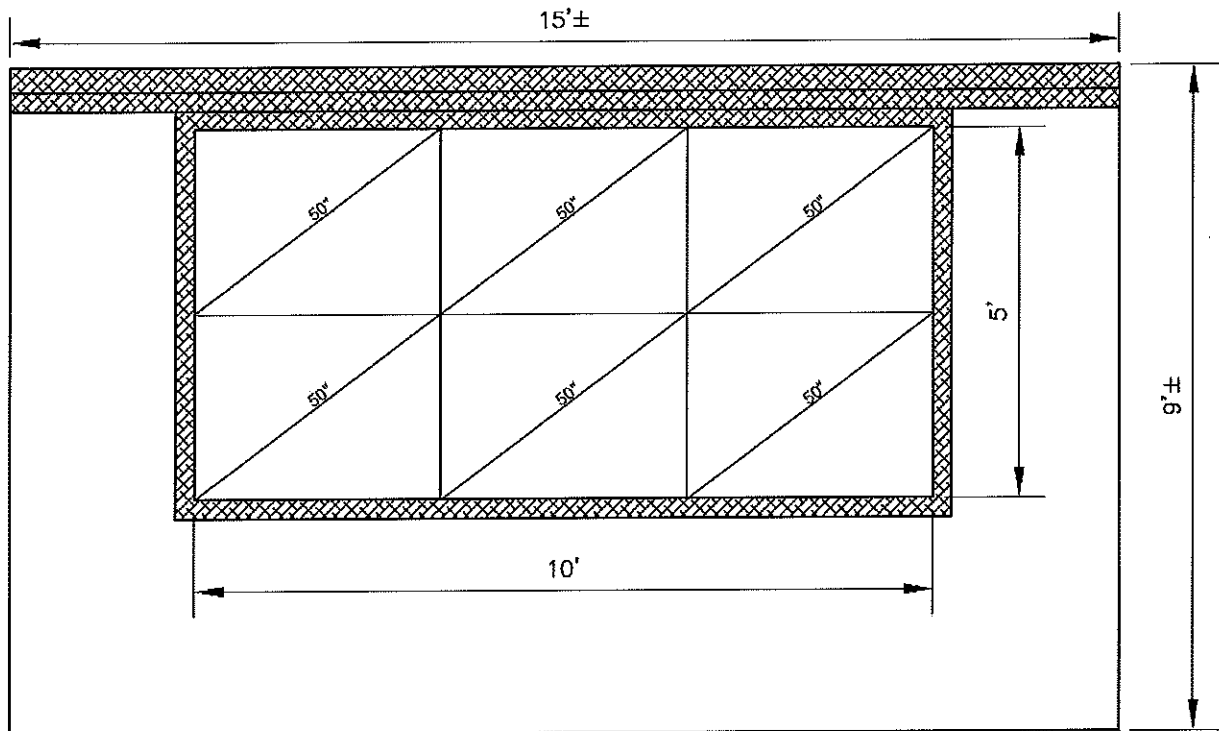
The City’s Department of Public Works, Division of Transportation (“DOT”) operates and maintains the ATMS’s Control Room to monitor and provide changes to traffic signal timing plans. The Video Wall allows the Control Room personnel to actively monitor the existing traffic conditions in the field. In 2002-2003 the DOT upgraded the original traffic video monitors from basic television monitors to a state-of-the-art Video Wall and Video Wall Processor configured to the existing Javelin Video Matrix Switch. Then and at this time the ATMS maintains an analog video standard. The current Video Wall is no longer supported by the vendor and replacement parts are no longer available. In addition the Video Matrix Switch is no longer supported by the vendor and replacement parts are no longer available. There are no hazardous wastes located in this facility.

The DOT has issued this RFP to remove/replace this Video Wall with a new Video Wall meeting the requirements described herein. The Upgraded Video Wall will be configured with a Video Wall Processor and supported by a Digital Video Management System (“DVMS”). The DVMS will manage and process the video streams from the field. In order to facilitate this, and take advantage of technical improvements in the industry, the DOT will be upgrading Norfolk’s traffic Video Standard from analog to IP Video.

The DOT has an existing traffic management facility, known as the Smart Traffic Center (“STC”) with an operations room of 385 sf and an adjacent communications/equipment room of 388 sf. Currently, there are six (6) 50" rear-projection monitors installed in the facility, in the wall between the operations room and the communications/computer room, which shall be replaced. In addition, there are five (5) CRT monitors in various offices within the STC. The existing Video Matrix Switch is communicating with the City’s traffic CCTV cameras via fiber optic cables over video optic transmitters/receivers (VOTRs) using an analog video standard. **FIGURE 1: EXISTING VIDEO WALL MATRIX** illustrates the existing video wall layout. A sketch of the existing floor plan layout is shown in **FIGURE 2 - STC FLOOR PLAN**.

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FIGURE 1: EXISTING VIDEO WALL MATRIX



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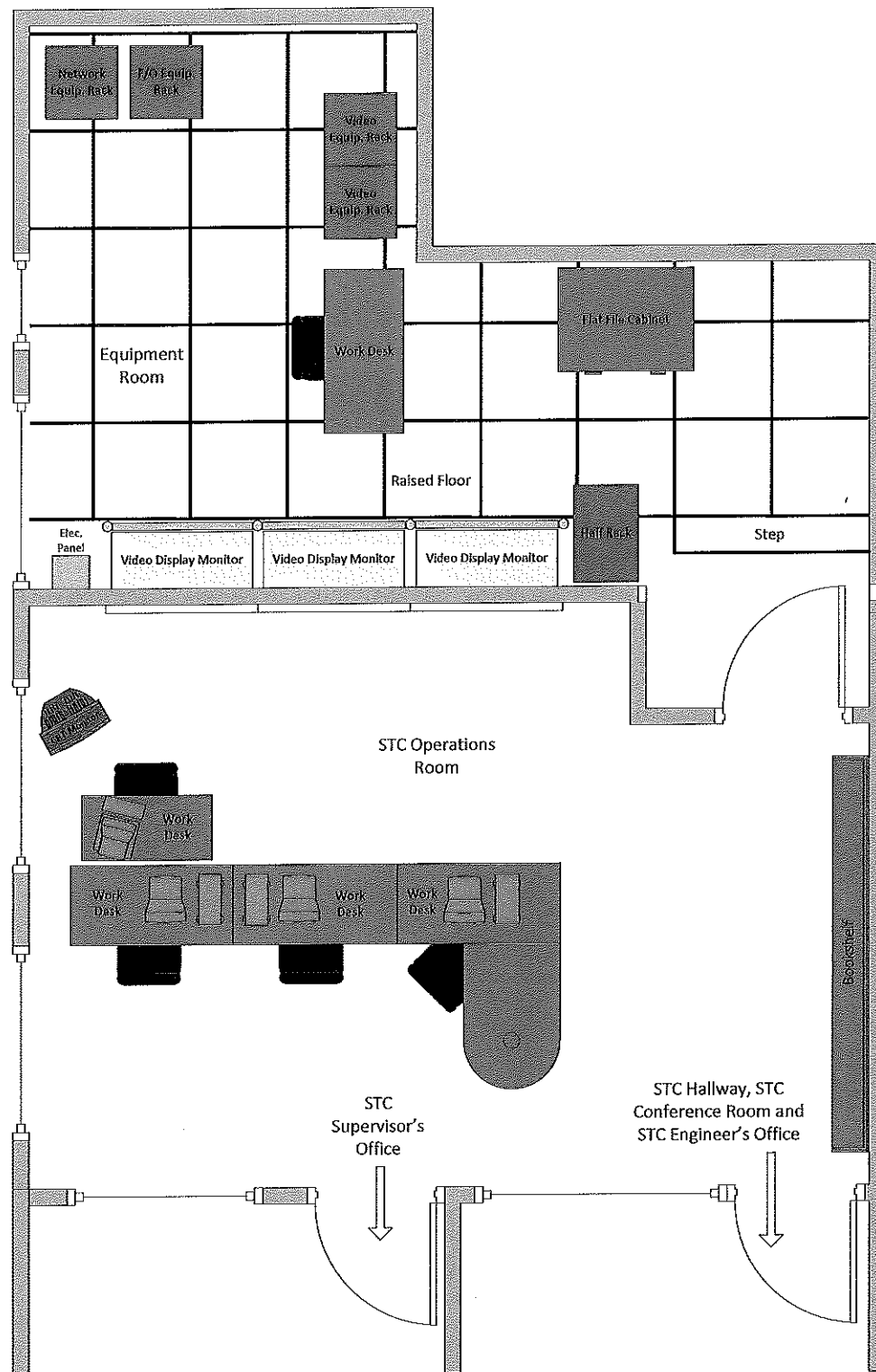


FIGURE 2 - STC FLOOR PLAN

C. Scope of Services

The successful Offeror shall provide all labor, materials, supervision and project management necessary to upgrade the City's Video Wall and provide a comprehensive integrated digital video management software solution to meet the needs of the City identified in the Specifications as identified herein.

Based on the Offeror's provision of server(s) specification the City will be purchasing the server(s) and L2 Ethernet switches under existing State of Virginia contract(s) and will deliver purchased hardware and Server Software to the selected Offeror.

The City is requesting a total turn-key operation for furnishing, delivering, installing, integrating, establishing all power supply requirements, configuration, testing, training, warranty services for hardware and software, and annual maintenance services for a replacement Video Wall system matrix as well as a new digital video management software for the Department of Public Works, Division of Transportation, 810 Union Street, Second Floor, Smart Traffic Center, Norfolk, Virginia 23510 in accordance with all terms and conditions of these specifications. There are no hazardous waste or materials associated with this project.

The required delivery date for a fully functional video wall system shall be determined by the City Project Officer after the approval of all shop drawing and will be no less than ninety (90) days and shall not exceed one-hundred twenty (120) days.

Remaining page intentionally left blank.

B. SECTION II - GENERAL INSTRUCTIONS TO THE OFFERORS

A. Issuing Office:

City of Norfolk
Office of the Purchasing Agent
Attn: Wendy Turner, Procurement Specialist
232 Main Street, Suite 250
Norfolk, VA 23435
Telephone: (757) 664-4021
Fax: (757) 664-4018
wendy.turner@norfolk.gov

B. Contract Administrator:

City of Norfolk
Division of Transportation
Daniel Rydzewski, Program Manager - City of Norfolk Smart Traffic Center

C. Contract Term:

For any Agreement resulting from this RFP the Agreement shall remain in effect unless or until terminated by either party with thirty (30) days written notice with the City having the option to renew the contract for four (4) additional, one year periods in accordance with all terms and conditions listed herein.

The term for Maintenance/Warranty shall be two (2) years, with an optional three (3) one-year period extensions.

D. Contact with City Staff, Representatives, and/or Agents:

Direct contact with City staff, representatives, and/or agents other than the Issuing Office staff on the subject of this RFP or any subject related to this RFP after issuance of the RFP and prior to award is expressly prohibited. Any such prohibited contact by an offeror will result in disqualification of the offeror's proposal.

E. Offerors of Record:

Offerors receiving a copy of this RFP from a source other than the Issuing Office via www.DemandStar.com must contact the Issuing Office and provide offeror's name, address, contact person, telephone and fax number, and the RFP Item Number. Offeror will be added to the DemandStar planholders' list and will receive notification of any addenda to the RFP.

F. Pre-proposal Conference:

The City will be holding a mandatory Pre-Proposal Conference as described in this RFP on February 24th.

G. Questions and Addenda:

Offerors shall carefully examine this RFP and any addenda. Offerors are responsible for seeking clarifications, in writing, of any ambiguity, conflict, omission, or other errors in this RFP. Questions should be addressed to the Purchasing Agent. If the answer materially affects the RFP, the information will be incorporated into an addendum and posted on www.DemandStar.com. This RFP and any Addenda shall be incorporated, by reference, into any resulting contract. Offeror is responsible for checking the DemandStar website or contacting the Issuing Office within 48 hours prior to the proposal closing to secure any addenda issued as part of this RFP.

The deadline for submitting questions under this RFP is **February 27, 2015 by 5:00 pm**. Oral comments and instructions do not form a part of this RFP. Fax and e-mail are for questions only. Proposals submitted via fax or e-mail will not be accepted.

H. Changes or Modifications:

Changes or modifications to this RFP made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Offerors are to acknowledge receipt of addenda in the space provided on the cover page of this RFP. Oral communications are not a part of the RFP or proposal documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

I. RFP Closing:

Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this RFP. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be returned to the offeror unopened. Proposals shall be delivered to:

Office of the Purchasing Agent (Issuing Office)

232 E. Main Street, Suite 250

Norfolk, Virginia 23510

RFP 4660-0-2015/WT, Digital Video Management System and Video Upgrade

J. Proposal Submittal Requirements:

1. Each Proposal shall be submitted to the Issuing Office and shall include the following documents:
 - a. The cover page of this RFP, which will contain:
 - i. Original signature of an agent authorized to bind for the company;
 - ii. Requested contact information;
 - iii. Company FEI/TIN number; and,
 - iv. Acknowledgment of any addenda on page one (1);
 - b. Offeror Contract Information:
 - i. Name, title, address, and direct telephone number and direct e-mail address of the individual(s) with authority to negotiate and contractually bind the Vendor.
 - ii. Name, title, address, and direct telephone number and direct e-mail address of the individual(s) who can be contacted during the period of evaluation with questions about the proposal.
 - iii. Name, title, address, and direct telephone number and direct e-mail address of the individual(s) who can be contacted for prompt contract administration upon award of the contract.
 - iv. Name, title, address, and direct telephone number and direct e-mail address of all sub-contractors; as identified in the attachments.
2. Proposals must be submitted with the following requirements:
 - a. Offerors shall submit proposals in a sealed envelope or package, and clearly label the shipping/mailling packaging as well as the outside of the envelope or package with the RFP number, date and time of the RFP closing, and the offeror's name and address. **Proposals received by email, facsimile, or any other means of electronic transfer shall not be accepted.**
 - b. Submit the original and seven (7) copies of the proposal with a separate copy on electronic media. The original must be marked "Original".
 - c. Proposals must include all elements noted in the "Preparation of Proposals" section below.
 - d. Include a statement setting forth the basis for protection of all proprietary information, if any.
 - e. Professional qualifications of the project team, including resumes of the key staff individuals and their background.
 - f. Profile of the firm's principals, staff and facilities

- g. Profile and resumes of firm professionals to be assigned to the Norfolk agreement.
- h. Profile of the sub-consultants and their background.
- i. Previous experience with similar types of projects, including the scope of work, the client, the status of the project, and the year the work was performed; as described later in this RFP.
- j. A list of current/proposed contracts in which your firm is engaged.
- k. A list, including names, addresses, and phone numbers, of three (3) to five (5) references that are capable of explaining and confirming your firm's capacity to successfully complete the scope of service outlined herein.
- l. Appropriate brochures, photographs or printed materials demonstrating work similar to what is requested may be submitted at your option. In no event shall your Statement of Qualifications, including all attachments, brochures, covers, and dividers, exceed fifty (50) sheets of paper. You are permitted to utilize the reverse side of all sheets.
- m. A written statement attesting that your firm maintains an errors and omissions liability insurance policy with a minimum limit of \$1,000,000.
- n. Proposals are to be organized in the following tabs:
 - Tab 1 – Executive Summary
 - Tab 2 – Experience
 - Tab 3 – Services to be provided
 - Tab 4 – Capabilities and Skills (to include offeror's available resources to perform the work required)
 - Tab 5 – Exceptions

K. Evaluation of Proposals:

The following criteria will be used in the evaluation of proposals and are listed in order of relative importance:

- 1. Functional Requirements Implementation
- 2. Services and Ongoing Maintenance Support Plan
- 3. Cost (Pricing)
- 4. Experience and Qualifications of Firm and Proposed Staff

L. Preparation of Proposals:

In presenting their proposals, offerors are encouraged to be thorough in addressing the specific requirements and scope of work in the RFP, the Proposal Submittal Requirements, and the Preparation of Proposals items outlined in this RFP.

It is solely the offerors responsibility to ensure that all pertinent and required information is included in its proposal. Failure to adhere to the described format and to include the required information could result in disqualification or a poor evaluation of the offeror's proposal. The City reserves the right to determine if a proposal is incomplete or non-responsive. Each element should be completed and omissions shall be explained.

M. Proposal Binding For One-hundred Eighty (180) Days:

Offeror agrees that its proposal shall be binding and may not be withdrawn for a period of one-hundred eighty (180) calendar days after the scheduled closing date of this RFP.

N. Proprietary Information/Non-Disclosure:

Offeror is advised that City Code § 33.1-9 and § 2.2-4342 of the Code of Virginia, 1950, as amended, shall govern public inspection of all records submitted by offeror. Specifically, if offeror seeks to protect any proprietary data or materials, pursuant to § 2.2-4342, Offeror shall:

- 1. Invoke the protections of this section prior to or upon submission of the data or other materials.

2. Provide a statement that identifies the data or other materials to be protected and that states the reasons why protection is necessary.
3. Submit trade secrets, confidential documents or other proprietary information under separate cover in a sealed envelope clearly marked "**PROPRIETARY**".
4. Information submitted that does not meet the above requirements will be considered public information in accordance with State statutes.
5. References to the proprietary information may be made within the body of the proposal; however, all information contained within the body of the proposal shall be public information in accordance with State statutes.
6. Trade secrets, confidential documents or proprietary information submitted by an offeror in conjunction with this RFP are not subject to public disclosure under the Virginia Freedom of Information Act ("VFOIA").
7. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.

An all-inclusive statement that the entire Proposal is proprietary and/or confidential is unacceptable. A statement that offeror's costs and/or proposal pricing are to be protected is unacceptable. Offeror will be requested to remove any such statement(s) in order to be eligible for further consideration.

O. Award:

The award of a contract(s) shall be at the sole discretion of the City. Award(s) will be made to the offeror whose proposal is determined to be most advantageous to the City, taking into consideration the evaluation factors set forth in this RFP. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive informalities. The City also reserves the right to enter into any contract deemed to be in its best interest, including the award of a contract to more than one offeror.

Offerors will submit proposals, in accordance with the RFP requirements and maintain compliance with all federal, state and local laws and regulations. The City further reserves the right to make award based on initial proposals submitted without further discussion of the proposals or deliberation. Therefore, the proposals should be submitted initially on the most favorable terms that the offerors can propose with respect to both price and technical capability. The contents of the proposal of the selected offeror, as negotiated, will be incorporated and made a part of any City contractual obligation when the award(s) is made. Proposals will be initially evaluated on the basis of the written material provided, with clarification as needed through telephone calls or e-mails to offerors. The City will be requesting offerors to conduct a presentation, using methods determined to be in the best interest of the City. At this presentation the offerors will provide a demonstration of their proposed solution during which the offeror will provide answers to questions presented by the review panel.

P. Disposition of Proposals:

All materials submitted in response to this RFP will become the property of the City on receipt by the City. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become a part of the official file on this matter without obligation on the part of the City except as to the disclosure restrictions contained in Section N, "Proprietary Information/Non-Disclosure."

Q. Cost Incurred In Responding:

This RFP does not commit the City to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.

R. Offeror Obligation:

Offeror shall carefully examine the contents of this RFP and any subsequent addenda and inform itself fully of the conditions relating to services required herein. Failure to do so shall not relieve the successful offeror of its obligation to fulfill the requirements of any contract resulting from this RFP.

S. Protests:

1. Any offeror, who desires to protest the award or decision to award a contract, shall submit the protest in writing to the City's Purchasing Agent no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. Public notice of the award or the announcement of the decision to award shall be given by the City. No protest shall lie for a claim that the selected offeror is not a responsible offeror. Notwithstanding the requirements specified herein, the written protest shall be addressed to the City's Purchasing Agent and shall include the basis for the protest and the relief sought to be considered valid. The City shall issue a decision in writing stating the reasons for the action taken. This decision shall be final unless the offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in City Code §33.1-106. Nothing in this subsection shall be construed to permit an offeror to challenge the validity of the terms or conditions of the RFP.
2. Pending final determination of a protest or appeal, the validity of a contract awarded and accepted in good faith in accordance with this chapter shall not be affected by the fact that a protest or appeal has been filed.

T. Prime Offeror Responsibility:

1. If, in its performance of the contract, offeror supplies goods or services by or through another party or sub-successful offeror, offeror agrees that:
 - a. Offeror shall act as the prime offeror for the goods and services to be provided under the contract and shall be the sole point of contact with regard to all obligations under the contract.
 - b. Offeror represents and warrants that offeror has made third parties or sub-contractors aware of the proposed use and disposition of the other party's products or services, and that such other party has agreed in writing that it has no objection and that the City is not liable to such third parties or sub-contractors for any work performed under the agreement.
 - c. The use of sub-contractors and the work they perform must receive the prior written approval of the City. The City will designate a Contract Administrator to approve such work.
 - d. Offeror shall be solely responsible for all work performed and materials provided by sub-contractors.
 - e. Offeror shall be responsible for the liability of sub-contractors for the types and limits required of the offeror under the resulting contract.

U. Non-Assignment:

Offeror shall not assign its rights and duties under the resulting contract without the prior written consent of the City. Any attempt to assign such rights shall be null and void without action from the City.

V. Termination without Cause:

The City may, at any time and for any reason, terminate the resulting contract by written notice to offeror specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to offeror by certified mail/return receipt requested, addressed to the offeror's documented primary point of contact. In the event of such termination, offeror shall be paid such amount as shall compensate offeror for the work satisfactorily completed, and accepted by the City, at the time of termination. In the event the City terminates the contract, offeror shall withdraw its personnel and equipment, cease performance of any further work under the contract, and turn over to the City any work completed or in process for which payment has been made.

W. Breach of Contract / Termination with Cause:

In the event that offeror shall for any reason or through any cause become in default of the terms of the resulting contract, the City may give offeror written notice of such default by e-mail or certified mail/return receipt requested. Unless otherwise provided, offeror shall have ten (10) days from the date such notice is mailed in which to cure the default, or if unreasonable to cure in ten (10) days, to demonstrate that the cure has been initiated within ten (10) days from such notice. Upon failure of the offeror to cure the default, the City may immediately cancel and terminate the contract, as of the mailing date of the default notice. Upon termination, offeror shall withdraw its personnel and equipment, cease performance of any further work under the contract, and turn over to the City any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, the contract may be immediately cancelled and terminated by the City and provisions herein and the opportunity to cure default shall not be applicable.

Offeror shall be deemed in breach of the contract if the offeror:

- Fails to comply with any terms of the contract.
- Fails to cure such noncompliance within ten (10) calendar days from the date of the City's written notice or such other time frame, as specified by the City.
- Fails to submit a written response to the City's notification of noncompliance within ten (10) calendar days after the date of the City's notice.

Offeror shall not be in breach of the contract as long as its default was due to causes beyond the reasonable control of the offeror or its sub-contractors, and occurred without any fault or negligence on the part of both the offeror and its sub-contractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the City in its sovereign capacity, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes.

X. Governing Law and Venue:

This procurement and the resulting contract shall be governed by the laws of the Commonwealth of Virginia. Venue shall be in Norfolk, Virginia.

Y. Anti-Collusion:

Collusion or restraint of free competition, direct or indirect, is prohibited. Offerors are required to execute the anti-collusion statement. See Attachment A.

Z. Ethics in Public Contracting:

The offeror shall familiarize itself with Chapter 33.1, Article VII (§§ 33.1-86 through 33.1-93) of the Code of the City of Norfolk, Virginia, 1979, as amended, entitled "ETHICS IN PUBLIC CONTRACTING," including the additional statutes set forth in § 33.1-86 thereof, which are attached. The offeror shall abide by such provisions in submission of its proposal and performance of any contract awarded. See Attachment B.

AA. Nondiscrimination:

The offeror agrees that it will adhere to the nondiscrimination requirements set forth in Code of the Norfolk City § 33.1-53, which will be incorporated into any contract awarded. See Attachment C.

BB. Debarment Certification:

The certification regarding debarment, suspension, proposed debarment, and other responsibility matters attached to this RFP must be executed and returned with proposals. See Attachment D.

CC. Insurance Requirements:

1. Offeror shall submit to the Issuing Office Certificates of Insurance, prior to beginning work under the resulting contract and no later than five (5) days after award of the contract.

2. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to the City, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the City of Norfolk.
3. The certificates of insurance shall list the City of Norfolk, 810 Union Street, Norfolk, Virginia, 23510, as an additional insured for the specified services as outlined in this RFP.

Insurance shall be maintained during the entire term of the resulting contract and any extensions or renewals and shall be of the following forms and limits:

<u>Forms</u>	<u>Limits</u>
<i>Workers' Compensation</i>	Statutory
<i>Employer's Liability Insurance</i>	\$500,000 per accident/injury
<i>Automobile Liability</i>	\$1,000,000 Combined Single Limit, or \$500,000 each person, \$1,000,000 each accident
<i>Commercial General Liability, including Contractual Liability and Products and Completed Operations Coverage</i>	\$1,000,000 per occurrence, \$3,000,000 general aggregate

The establishment of minimum limits of insurance by the City does not reduce or limit the liability or responsibilities of the successful offeror.

The establishment of minimum limits of insurance by the City does not reduce or limit the liability or responsibilities of the offeror.

DD. Hold Harmless Agreement:

The offeror shall indemnify and save harmless the City of Norfolk and its representatives from and against all losses and claims, demands, suits, actions, payments, and judgments arising from personal injury or otherwise, brought or recovered against the City and its representative by reason of any act, negligence or omission of the offeror, its agents, servants or employees, in the execution of the contracted work, including any and all expense, legal and otherwise, incurred by the City or its representatives in the defense of claim or suit.

EE. Tax Exemption:

The City is exempt from federal excise tax and from all State and local taxes. Offeror shall not include such taxes in any invoices under the contract. Upon request, the City will furnish the offeror with tax exemption certificates or the City's tax exempt number.

FF. Compliance with Federal Immigration Law:

The offeror shall certify that, at all times during which any term of an agreement resulting from this RFP is in effect, it does not and shall not knowingly employ any unauthorized alien. For purposes of this section, an "unauthorized alien" shall mean any alien who is neither lawfully admitted for permanent residence in the United States nor authorized to be employed by either Title 8, section 1324a of the United States Code or the U.S. Attorney General. See Attachment E.

GG. Compliance with State Law – Authorization to Transact Business in the Commonwealth:

Offeror shall represents that it is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership and is authorized

to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. See Attachment F.

HH. Equal Opportunity Business Development:

Is your company a minority or woman owned business?
Yes/No If yes, please check the appropriate category:

Female

African American
Hispanic
Asian American
American Indian
Eskimo
Aleut
Caucasian

Male

African American
Hispanic
Asian American
American Indian
Eskimo
Aleut

II. Subcontracting Opportunities for Small, Women Owned, Minority Business Enterprises and Disabled Veterans:

All offerors are requested to furnish the following information regarding participation of small, women owned, minority business enterprises and disabled veterans:

1. Proposed Name of your sub-contractor(s)
2. Proposed Minority Category of sub-contractor (s) - please check the appropriate category(ies)

Female

African American
Hispanic
Asian American
American Indian
Eskimo
Aleut
Caucasian

Male

African American
Hispanic
Asian American
American Indian
Eskimo
Aleut

- a. Proposed Amount of Subcontracts: _____ (Please fill in)
- b. Proposed Description of commodity (e.g., masonry, hauling, insulation)
- c. Proposed Description of Project
- d. Proposed Total value of awards to all sub-contracts
- e. Proposed Total Number of minority subcontracts awarded

If you do not propose the use of any sub-contractor, please check here ____.

JJ. Solicitation:

The offeror will not solicit, entice, hire, or otherwise interfere with the employment relationship of any employees of the City with whom the offeror comes into contact as a result of work under this procurement during the term of the resulting contract and for six (6) months thereafter.

KK. Drug Free Workplace:

The City of Norfolk is a drug-free workplace, and as a condition of continued service on the resulting contract, any offeror personnel assigned to this project may be required to submit to an alcohol/drug test at any time.

The offeror acknowledges and certifies that it understands that the following acts by the offeror, its employees or agents performing services on City property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; a
2. Impairment from the use of alcohol or drugs (except the use of drugs for legitimate medical purposes as directed by a physician).

LL. Cooperative Purchasing:

The procurement of goods and/or services provided for in the resulting contract is being conducted pursuant to Virginia Code § 2.2-4304. Therefore, the Successful offeror agrees that it will contract with any other public agency or body in the Commonwealth of Virginia who so desires, to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The successful offeror shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to this Contract or from this procurement and in accordance with Virginia Code § 2.2-4304. The City of Norfolk shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful offeror or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision. Each entity shall be responsible for the administration of its individual contract with the successful offeror.”

MM. Bond

§ 2.2-4337. Performance and payment bonds.

A. Except as provided in subsection H, upon the award of any (i) public construction contract exceeding \$500,000 awarded to any prime contractor; (ii) construction contract exceeding \$500,000 awarded to any prime contractor requiring the performance of labor or the furnishing of materials for buildings, structures or other improvements to real property owned or leased by a public body; (iii) construction contract exceeding \$500,000 in which the performance of labor or the furnishing of materials will be paid with public funds; or (iv) transportation-related projects exceeding \$350,000 that are partially or wholly funded by the Commonwealth, the contractor shall furnish to the public body the following bonds:

1. A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications and conditions of the contract. For transportation-related projects authorized under Article 2 (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2, such bond shall be in a form and amount satisfactory to the public body.

2. A payment bond in the sum of the contract amount. The bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in furtherance of the work provided for in the contract, and shall be conditioned upon the prompt payment for all materials furnished or labor supplied or performed in the furtherance of the work. For transportation-related projects authorized under Article 2 (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2 and partially or wholly funded by the Commonwealth, such bond shall be in a form and amount satisfactory to the public body.

"Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.

B. For nontransportation-related construction contracts in excess of \$100,000 but less than \$500,000, where the bid bond requirements are waived, prospective contractors shall be prequalified for each individual project in accordance with § 2.2-4317.

C. Each of the bonds shall be executed by one or more surety companies selected by the contractor that are authorized to do business in Virginia.

D. If the public body is the Commonwealth, or any agency or institution thereof, the bonds shall be payable to the Commonwealth of Virginia, naming also the agency or institution thereof. Bonds required for the contracts of other public bodies shall be payable to such public body.

E. Each of the bonds shall be filed with the public body that awarded the contract, or a designated office or official thereof.

F. Nothing in this section shall preclude a public body from requiring payment or performance bonds for construction contracts below \$500,000 for nontransportation-related projects or \$350,000 for transportation-related projects authorized under Article 2 (§ 33.2-208 et seq.) of Chapter 2 of Title 33.2 and partially or wholly funded by the Commonwealth.

G. Nothing in this section shall preclude the contractor from requiring each subcontractor to furnish a payment bond with surety thereon in the sum of the full amount of the contract with such subcontractor conditioned upon the payment to all persons who have and fulfill contracts that are directly with the subcontractor for performing labor and furnishing materials in the prosecution of the work provided for in the subcontract.

H. The performance and payment bond requirements of subsection A for transportation-related projects that are valued in excess of \$250,000 but less than \$350,000 may only be waived by a public body if the offeror provides evidence, satisfactory to the public body, that a surety company has declined an application from the contractor for a performance or payment bond.

ATTACHMENT A: ANTI-COLLUSION STATEMENT

TO ALL OFFERORS: EXECUTE AND RETURN WITH PROPOSAL DOCUMENTS.

In the preparation and submission of this proposal, on behalf of _____ (name of offeror), we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS § 1 *et seq.*, or the Conspiracy to Rig Bids to Government statutes, Virginia Code §§ 59.1-68.6 through 59.1-68.8.

The undersigned offeror hereby certifies that this proposal, any agreement resulting from this RFP, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Norfolk has an interest in, or is concerned with, this proposal; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this proposal.

Signature: _____

Name: _____

Title: _____

Date: _____

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ATTACHMENT B: ETHICS IN PUBLIC CONTRACTING

Sec. 33.1-86. Purpose (Virginia Code §2.2-4367).

The provisions of this chapter supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interests Act [Virginia Code § 2.1-347 to § 2.1-358], the Virginia Governmental Frauds Act [Virginia Code Sec. 18.2-498.1 to Sec. 18.2-501], and statutory prohibitions against bribery [Virginia Code § 18.2-438 to §. 18.2-450]. The provisions of this article apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act. (Ordinance No. 34,573, 2, 8/1/87).

Sec. 33.1-87. Proscribed participation by public employees in procurement transactions (Virginia Code §2.2-4369) (Ord. No. 34,573, 2, 8/1/87).

No public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the City when the employee knows that:

1. The employee is contemporaneously employed by a offeror involved in the procurement transaction;
or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a offeror such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent; or
3. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with an offeror.

Sec. 33.1-88. Solicitation or acceptance of gifts (Virginia Code §2.2-4371).

No public employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from an offeror or sub-successful offeror any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The City may recover the value of anything conveyed in violation of this section.

Sec. 33.1-89. Disclosure of subsequent employment (Virginia Code §2.2-4370).

No public employee or former public employee having official responsibility for procurement transactions shall accept employment with any offeror with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the City unless the employee, or former employee, provides written notification to the City manager prior to commencement of employment by that offeror.

Sec. 33.1-90. Gifts by Offerors, or Sub-Successful offerors (Virginia Code §2.2-4371).

No Offeror or sub-successful offeror shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value present or promised, unless consideration of substantially equal or greater value is exchanged. Sec. 33.1-91. Kickbacks (Virginia Code §2.2-4372).

1. No offeror or sub-successful offeror shall demand or receive from any of his suppliers or his sub-successful offeror, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance,

deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.

2. No offeror or sub-successful offeror or supplier shall make, or offer to make, kickbacks as described in this section.

3. No person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.

4. If an offeror or sub-successful offeror or supplier makes a kickback or other prohibited payment as described in this section, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the City and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from other offending parties.

Sec. 33.1-92. Purchase of building materials, supplies or equipment from architect or engineer prohibited (Virginia Code §2.2-4374).

Except in cases of emergency, no building materials, supplies or equipment for any building or structure constructed by or for the City shall be sold by or purchased from any person employed as an independent successful offeror by the City to furnish architectural or engineering services, but not construction, for such building or structure, or from any partnership, association, or corporation in which such architect or engineer has a pecuniary interest.

Sec. 33.1-93. Penalty for violation (Virginia Code §2.2-4377).

Willful violation of any provision of this article shall constitute a class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

Initial: _____

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ATTACHMENT C: NONDISCRIMINATION

Sec. 33.1-53. Employment discrimination by offeror prohibited (Virginia Code §2.2-4311)

Every contract over \$10,000 shall include or incorporate by reference the following provisions:

1. During the performance of this contract, the offeror agrees as follows:

a. The offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror, will state that such offeror is an equal opportunity employer.

c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The offeror will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-successful offeror or offeror.

Initial: _____

Remaining page intentionally left blank.

ATTACHMENT D: DEBARMENT CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

I. CERTIFICATION.

The offeror certifies, to the best of its knowledge and belief, that—

(i) The offeror and/or any of its Principals—

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal, state or local agency;

(B) Have ___ have not ___, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The offeror has ___ has not ___, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal, state or local agency.

“Principals,” for the purposes of this certification, means officers; directors; City’s; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

II. INSTRUCTIONS.

a. The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this RFP. However, the certification will be considered in connection with a determination of the offeror’s responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the offeror non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror/PPEs knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

III. NOTICE.

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

Signature: _____

Name: _____

Date: _____

ATTACHMENT E: COMPLIANCE WITH FEDERAL IMMIGRATION LAW

1. CERTIFICATION.

The offeror certifies, to the best of its knowledge and belief, that -

The offeror or any of its Principals at all times during which any term of the contract is in effect, (Please fill in with your enterprise's complete name)

_____ does not and shall not knowingly employ any unauthorized alien. For purposes of this section, an "unauthorized alien" shall mean any alien who is neither lawfully admitted for permanent residence in the United States nor authorized to be employed by either Title 8, section 1324a of the United States Code or the U.S. Attorney General.

2. INSTRUCTIONS.

a. The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the offeror non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

3. NOTICE.

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, Title 18, United States Code.

Signature: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT F: COMPLIANCE WITH STATE LAW – AUTHORIZATION TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VIRGINIA

I. CERTIFICATION.

A. The offeror (Please fill in with your enterprise's complete name)

_____ certifies that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50.

The identification number issued to offeror by the State Corporation Commission:

B. Offeror/ that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall describe why it is not required to be so authorized:

II. INSTRUCTIONS.

a. The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the offeror non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

Signature: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT G: TECHNICAL REQUIREMENTS FOR VIDEO EQUIPMENT

G.1. Video Displays

G.1.a. Wall Display

i. Description

As part of the video upgrade project, the selected Offeror shall replace the existing video wall in the STC operation's room. LED flat screen display technology has been determined to be the most appropriate solution for the Norfolk STC. LED flat screen displays provide improved image quality and reduced maintenance cost when compared to the existing cube displays at the STC as well as reduced initial investment in comparison to current cube technology.

ii. Requirements

The selected Offeror shall furnish and install projection display modules that meet the following technical requirements:

- 1) Display screens shall measure 55 inches diagonally
- 2) Displays shall use LED backlighting technology
- 3) Displays shall have a minimum brightness of 700 cd/m²
- 4) Displays shall have a minimum resolution of 1920 x 1080
- 5) Displays shall have a viewing angle will be not less than 120° horizontally and 30° vertically
- 6) Display modules shall have bezels no greater than 19.0 mm thick
- 7) Displays shall have a minimum video refresh rate of 60 Hz
- 8) Displays shall include an Ethernet port for network connection
- 9) Displays shall include a Dual Link DVI input, at minimum
- 10) Displays shall include any additional video input types required for compatibility with the proposed wall controller.
- 11) Displays shall have a minimum operating temperature of 10° C to +35° C

Humidity in the City rooms will range from 20% to 80% noncondensing. All hardware, software and peripherals provided under this effort will be required to be fully operational within these ranges.

iii. Procedure

The new display modules shall be placed centered in front of the existing wall opening between the operations room and equipment room and extending 9" on each side of the existing wall opening, maintaining the existing display matrix of 3 monitors wide x 2 monitors high. The displays shall be replaced within one workday period, after 6am and before 6pm. The selected Offeror shall coordinate with the City at least two (2) weeks prior to removing and replacing the existing displays. The selected Offeror shall remove and dispose of properly all existing displays and related equipment. The selected Offeror shall align and calibrate the video wall displays to provide a uniform viewing area across the entire cube array.

iv. Measurement and Payment

Video Wall Display will be measured and paid for on a lump sum basis. All cables, conduit and electrical components necessary for the installation of the video wall shall be considered incidental to the Video Wall Display

and shall not be paid for separately. All cabling, configuration, integration and labor required to install the Video Wall Display shall also be considered incidental and shall not be paid for separately. No separate payment shall be made for the removal of the existing video wall display and disposal of parts.

G.1.b. Auxiliary Displays

i. Description

As part of the video upgrade project, the selected Offeror shall replace the existing auxiliary video displays in the STC. LED flat panel displays have been determined to be the most appropriate solution for the Norfolk STC. LED flat panel displays offer better image quality, energy efficiency, and take up less space than the existing auxiliary cathode ray tube ("CRT") monitors at the STC. In addition to the replacement of the CRT monitors in the STC, the existing flat panel monitor in the conference room shall be replaced with a new LED flat panel display.

ii. Requirements

The selected Offeror shall furnish and install LED flat panel display modules that meet the following technical requirements:

- 1) Auxiliary STC flat panel display screens shall measure 46 inches diagonally
- 2) The Conference room flat panel display screen shall measure 60 inches diagonally
- 3) Displays shall use LED backlighting technology
- 4) Displays shall have a minimum brightness of 500 cd/m²
- 5) Displays shall have a minimum resolution of 1920 x 1080
- 6) Displays shall have a minimum video refresh rate of 120 Hz
- 7) Displays shall include an Ethernet port for network connection
- 8) Displays shall include a component video input and an HDMI input, at minimum

iii. Procedure

New LED flat panel displays shall replace the existing CRT monitors in the STC supervisor's office, the STC Engineer's office, the hallway in front of the STC operations room, and one in the STC operations room. All existing monitors and associated mounting hardware shall be removed and disposed of properly by the selected Offeror. In addition to the existing CATV coaxial feed present in the conference room, the selected Offeror shall furnish and install/terminate an Ethernet (CAT6) cable from the L2 TOC Network Switch to the proposed LED flat panel display.

iv. Measurement and Payment

Auxiliary STC LED Flat Panel Display will be measured per each display, and paid for per each display installed and integrated with the wall controller/DVMS. All cables, conduit, associated mounting hardware, and electrical components necessary for the installation of the display shall be considered incidental to the LED Flat Panel Display and shall not be paid for separately. All configuration, integration with the wall controller/DVMS, acceptance testing, and labor required to install the LED Flat Panel Display shall also be considered incidental and shall not be paid for separately.

Auxiliary Conference Room LED Flat Panel Display will be measured per each display, and paid for per each display installed and integrated with the wall controller/DVMS. All cables, conduit, associated mounting hardware, and electrical components necessary for the installation of the display shall be considered incidental to the LED Flat Panel Display and shall not be paid for separately. All configuration, integration with the wall

controller/DVMS, acceptance testing, and labor required to install the LED Flat Panel Display shall also be considered incidental and shall not be paid for separately.

G.2. Wall Controller

i. Description

The existing video wall controller shall also be replaced as part of the video upgrade project. The video wall controller is responsible for distributing video streams to the video wall in the operations room and the auxiliary video displays throughout the STC. The existing video controller is housed in the equipment room behind the operations room at the STC.

ii. Requirements

The selected Offeror shall furnish and install a video wall controller that meets the following technical requirements:

- 1) Controller shall have sufficient Ethernet inputs and be able to process a minimum of 100 simultaneous IP video streams from the identified City cameras and VDOT streams
- 2) Controller shall have inputs for a minimum 12 simultaneous RGB video streams
- 3) Controller shall support a minimum 18 output displays
- 4) Controller shall allow for individual control of each output display
- 5) Controller shall support spanning an individual video stream across multiple displays
- 6) Controller shall support resolutions: 1920x1080, 1280 x 720, and 1400 x 1050, at a minimum
- 7) Controller shall support automatic digital color balancing between the projection cubes.
- 8) Controller shall have a RJ-45 Ethernet port for network connection and system integration
- 9) Controller chassis shall be designed for 19 inch rack mounting
- 10) Controller shall have a minimum operating temperature of 10°C to 35°C
- 11) Controller shall provide a touring options that is able to be customized.
- 12) Controller shall allow for displaying workstation views on the video wall.
- 13) Controller shall have configurable user permissions to control which users are allowed to post to the video wall.
- 14) Controller shall have configurable templates for making "preset" camera groupings.

iii. Procedure

The new video controller shall be placed in the video equipment cabinet in the equipment room. The existing controller shall be replaced with the main video display wall within one overnight period, after 6pm and before 6am, unless otherwise approved by the City Project Officer. The selected Offeror shall coordinate with the City Project Officer at least two (2) weeks prior to removing and replacing the existing controller.

The selected Offeror shall integrate the video tour functionality for the Cox Ch46 feed from the new wall controller and shall maintain continuous operation during the cutover, unless otherwise approved by the City Project Officer.

All cabling to and from the video controller shall be clearly marked indicating source and destination and shall correspond to the provided documentation. Vendor software shall be provided to configure the video wall, controller, and to demonstrate compliance with these specifications.

At a minimum, the hallway flat panel video display and one cube on the video wall shall initially be configured to run a video tour of the encoded camera feeds (City and VDOT cameras).

iv. Measurement and Payment

Video Wall Controller will be measured and paid for on a lump sum basis. All cables, conduit and electrical components necessary for the installation of the controller shall be considered incidental to the Video Wall Controller and shall not be paid for separately. All cabling, configuration, integration, acceptance testing, and labor required to install the Video Wall Controller shall also be considered incidental and shall not be paid for separately.

G.3. Digital Video Management System

G.3.a. Computer Hardware

i. Description

A new system server and workstations are required to run the proposed Digital Video Management Software ("DVMS") / Network Video Recording ("NVR") system. The selected Offeror shall install and configure the central server system hardware and software, and install and configure the client software on up to 10 existing workstations in the STC operations room, the STC supervisor's office, and the STC Engineer's office. The selected Offeror shall coordinate with the City for the procurement of server hardware and licensed server operating system and database software. For reference, the City's current information system's environment standards can be found in Attachment AA.

ii. System Server(s)

The selected Offeror shall provide to the City the detailed functional requirements for the system server(s) as required by the proposed DVMS software. The City will procure the system server hardware through its approved procurement process and provide to the selected Offeror the system server(s) hardware including licensed Microsoft Server operating system software, and licensed database software. The selected Offeror shall install and configure system server(s) to manage and store system data and software. Install the rack mount servers in the equipment room of the STC.

iii. Operator Workstations

The City will make available up to ten workstations on which the selected Offeror shall install the DVMS and NVR software. The selected Offeror shall install the DVMS / NVR client software on these workstations for managing and operating the system software at the STC. The City's existing workstations will be equipped at a minimum with Genuine Windows® 7 Professional Operating System, and Microsoft Office 2013 Professional, and QuicNet Pro. The City's computers are a mix of 32-bit and 64-bit Operating System deployments. The proposed software must be compatible with both 32-bit and 64-bit Operating System and interoperable with both versions. The selected Offeror shall also provide the installation software to the City for their use up to the allowable license limit.

iv. Measurement and Payment

Install/Configure System Server(s). Server(s) will be provided to the selected Offeror, by the City, through the City's approved procurement process. All configuration, integration, acceptance testing, training, and labor required to install and configure the DVMS server(s) shall be measured and paid for on a lump sum basis. All cables, cabling, configuration, integration and labor required to install the System Server(s) shall also be considered incidental and shall not be paid for separately.

G.3.b. Computer Software

i. Description

A new Digital Video Management Software ("DVMS") package will be installed on the system server and existing workstations at the STC. This software will allow the City to view each of their cameras locally and allow other clients outside of the network to access traffic video remotely. The DVMS software will provide administrative options for camera setup and customizable user management, a graphical user interface ("GUI") which provides a matrix view of camera feeds, and an easy to use control interface for camera assignments, functions, and pan-tilt-zoom ("PTZ") operation.

ii. Requirements

The DVMS solution shall meet the following functional and technical requirements:

General:

- 1) The system software must currently be in service as an ITS system or related type system. No prototypes are to be submitted.
- 2) Workstation software shall operate on 32-bit and 64-bit Windows® 7 operating system
- 3) Server software shall operate on Windows® Server 2012 R2 operating system
- 4) The GUI shall be capable of providing a matrix/segmented view of a minimum of 24 simultaneous video feeds.
- 5) Ease of use of Offerors' solutions will be evaluated during the proposal stage (e.g. number of clicks / keystrokes / voice prompts to perform functions (selecting cameras, recording, changing camera titling, editing presets, re-positioning streams on the wall/monitor/workstations, etc.)).

Interface:

- 1) Shall support analog, digital and IP video
- 2) Shall support unicast to multicast transcoding streaming of all camera sources. The system shall be capable of receiving multicast and unicast video from the field and shall be capable of distributing unicast and multicast video feeds.
- 3) Shall support a minimum 100 camera feeds
- 4) Shall support a minimum 500 clients (including remote users)
- 5) Shall support MPEG-2, MPEG-4, and H.264 video compression formats, minimum
- 6) Shall have the ability to transcode video into alternate streaming formats (e.g. from high-bandwidth H.264 to low bandwidth H.264 and/or MPEG-4)
- 7) Shall support various third-party hardware including the proposed wall controller, proposed video encoders, and proposed video decoders, at a minimum.
- 8) The DVMS shall feature web client interface accessible via browser for remote access. The system shall support HTML5.
- 9) Software shall feature customizable video interface
- 10) Software shall feature drag/drop functionality to position video feeds on the wall, user workstations, and remote monitors.

- 11) Software shall feature video touring programs for cycling through different preset cameras on the system on a routine basis. Camera preset and other applicable settings shall be configurable as part of the video tour.
- 12) Shall support integration/control of the video wall controller selected for this project
- 13) The system shall support all open source media players such as QuickTime, Media Player, VLC, etc. and shall be capable of utilizing these players for the video received at this center.
- 14) The system shall provide API and SDK to allow for seamless integration with City's Partners/ integrators for video access. The API/SDK will allow partners (with varying video software systems) to develop applications/modules to access feeds, choose which feeds they receive, and to control feeds. The selected Offeror shall provide electronic copies of all Application Programming Interface (API) developer kits for the DVMS to be integrated with other third-party applications/systems.

Functionality:

- 1) The DVMS shall feature camera blocking option by user type. The system shall provide system administrators the ability to disable a video feed from being distributed to any host.
- 2) The system shall be capable of titling each individual video feed with date, time, camera direction, and a user designated stream title with graphics.
- 3) Software shall feature permissions based login for management of camera access and control
- 4) Shall feature flexible wall configuration options
- 5) The DVMS shall provide a camera control software platform.
- 6) The camera control platform shall provide a mouse-over-window PTZ control or city accepted equivalent. PTZ control shall be compatible with pass-through connections with the proposed DV encoder / decoders as well as native IP-based H.264 traffic management cameras using ONVIF protocol.
- 7) The GUI matrix views shall be capable of varying image size combinations to allow for efficient use of video wall space.

In addition to the requirements above, the DVMS shall have an open architecture development/integration environment that is compatible with software integration goals of the City's STC and EOC. It shall also have a flexible licensing structure to grow as the City's system expands.

iii. Measurement and Payment

Digital Video Management System will be measured and paid for on a lump sum basis. All configuration, integration, acceptance testing, training, and labor required to install the DVMS shall be considered incidental and shall not be paid for separately. Payment for the DVMS shall be made as follows: 50% upon completion of hardware and software initial installation in STC, 25% upon installation of client software on City workstations, and 25% upon completion of acceptance testing.

G.4. Network Video Recorder

i. Description

A new Network Video Recorder ("NVR") package will be installed with the DVMS system. The NVR may be a stand-alone system or integrated with the DVMS package. Where stand-alone systems are proposed, a common device database is preferred to streamline adding/deleting cameras to the system. This package will allow the City to record camera data streams for a predetermined time and duration. The recorded data can then be reviewed locally or through exported data files.

ii. Requirements

The NVR solution shall meet the following functional and technical requirements:

General:

- 1) The system software must currently be in service as an ITS, Security system, or related type system. No prototypes or non-enterprise platforms are to be submitted.
- 2) Workstation software shall operate on 32-bit and 64-bit Windows® 7 operating system
- 3) Server software shall operate on Windows® Server 2012 R2 operating system
- 4) The software shall be supported through a client based GUI
- 5) Ease of use of Offerors' solutions will be evaluated during the proposal stage (e.g. number of clicks / keystrokes / voice prompts to perform functions (selecting cameras for recording, changing camera titling for recording, editing presets to be recorded, etc.)).
- 6) The software shall support alarm features capable of identifying when data storage is to be overwritten.

Interface:

- 1) Shall support analog, digital and IP video
- 2) Shall support unicast to multicast transcoding streaming of all camera sources. The system shall be capable of receiving multicast and unicast video from the field.
- 3) Shall support the simultaneous data recording for a maximum of 30 separate video streams.
- 4) Shall support data recording up to and including 30 frames per second.
- 5) Shall support MPEG-2, MPEG-4, and H.264 video compression formats, minimum
- 6) Shall have a storage capacity capable of retaining 7 days of continuous video streams from 30 sources, at 15 frames per second at SD or better resolution. 3 Terabyte minimum storage capacity for NVR recording. Where standalone server is proposed for NVR, RAID5 is not required. System shall also allow workstation client to record/save to local hard drives.
- 7) Shall support the export of recorded video data into an open format file viewable through open source media players such as QuickTime, Media Player, VLC, etc.
- 8) The NVR shall feature web client interface accessible via browser for remote access. The system shall support HTML5.
- 9) Software shall feature permissions based login for management of access to recorded video data.

iii. Measurement and Payment

Network Video Recorder System will be measured and paid for on a lump sum basis. All configuration, integration, acceptance testing, training, and labor required to install the NVR shall be considered incidental and shall not be paid for separately. Payment for the NVR shall be made as follows: 50% upon completion of hardware and software initial installation in STC, 25% upon installation of client software on City workstations, and 25% upon completion of acceptance testing.

G.5. Digital Video Encoders and Decoders

i. Description

Furnish and install digital video ("DV") Encoder and DV Decoder hardware and software to create a video-over-IP network system as directed by the City Project Officer. Provide DV encoders and DV decoders that are fully compatible with the City's Smart Traffic Center (STC) software. **FIGURE 3** on the following page provides an illustration of the proposed cut-over between the existing network equipment and the proposed.

ii. Materials

Furnish and install DV encoders and DV decoders that are network based specialized devices that convert analog signal to digital, transport it over an Internet Protocol ("IP") based fiber optic network and convert back to an analog

signal to be viewed on a display monitor. The DV decoding of the digital packets should be accomplished using existing software based decoders where applicable or hardware based decoders.

The encoders and decoders provided shall be fully compatible with each other and allow end to end transmission of 30 fps (Frames per second). The end-to-end latency between the encoder and decoder shall not exceed 250ms.

The complete video and data transmission system, defined as the combination of DV encoder and DV decoder hardware together with the existing or planned network infrastructure, shall simultaneously transport video and data from multiple remote field locations to multiple monitoring locations for roadway surveillance and traffic management.

1) Mechanical Specifications:

a) Format

The DV encoder and DV decoder shall be capable of unicast and multicast operations and shall support the Session Announcement Protocol (SAP) as recommended by the Internet Engineering Task Force ("IETF") RFC 2974, and Differentiated Services/Quality of Service ("DiffServ/QoS") software components. The DV encoder shall provide 99% error-free operation.

DV encoder and DV decoder, H.264/MPEG-4

H.264/MPEG-4 DV encoders and DV decoders shall utilize the H.264 video compression technology in accordance with the ITU-T H.264 and the International Organization for Standardization (ISO) and International Electrotechnical Commission ("IEC") MPEG-4 AVC requirements detailed in the ISO/IEC 14496-2 standard.

The DV encoder shall provide digital video streams that are compatible with the City's central software viewing interface.

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b) Digital Video Encoder

The selected Offeror shall provide a temperature hardened, hardware based DV encoder that accepts a minimum of one analog National Television System Committee ("NTSC") video input and digitizes it for transport over an IP network. The DV encoder shall have a minimum of two serial data interfaces for transmission of command and control data, such as PTZ camera control, and the other as a console interface. The serial interface shall be configurable to EIA-232, RS-422, and RS-485 based on user requirements. Each serial interface shall be configurable as command and control or console. The digital video encoder shall support a login by authorized user by using username and password. The DV encoder shall support interface/protocol compatible with the proposed DVMS for management and control and shall provide transparent pass-through of camera control/response between the cameras and the DVMS.

c) Digital Video Decoder

The selected Offeror shall provide a DV decoder that is a hardware-based network centric device and that is fully compatible with the provided video encoders. The DV decoder shall include an Ethernet interface for connection to IP networks. The decoder shall provide a minimum of one analog NTSC video output. The digital video decoder shall be able to decode the digital video and data streams present on an IP network and convert them to an analog video stream for interconnection with other devices. The DV decoder shall have a minimum of two serial data interfaces. The serial interfaces shall provide for the transmission of command and control data to other devices and shall provide for console support. The serial interfaces shall be configurable as command and control or console. The digital video decoder shall support a login by authorized user by using username and password. The DV decoder shall support interface/protocol integration for controlling/modifying the video source origin to be decoded from the City's Central Software.

d) Video Specifications

Video inputs shall utilize Bayonet Neill-Concelman ("BNC") connectors and deliver 1 volt peak-to-peak (Vp-p) NTSC composite video signals for encoding. The DV encoder and DV decoder shall operate with both color and monochrome video. The DV encoder and DV decoder shall allow configuration and adjustment of video resolution. The DV encoder and DV decoder shall support resolutions that include, but are not limited to, those defined in Table 5.1. The DV encoder and DV decoder shall be capable of delivering color and monochrome video at 30 fps regardless of resolution, and can do so using programmable bit rates from 30 kbps to 4 Mbps for both MPEG-4 and H.264. The DV encoder shall be capable of encoding a single analog video source and simultaneously streaming two digital outputs. One output will be configured for high bitrate initially, and the other will be configured for low bitrate transmission. The DV encoder shall provide fixed and variable bit rate modes. The contractor shall coordinate with the City for specific bit rate requirements prior to configuring individual DV encoder and DV decoder units.

Table 5.1 – Resolution Specifications	
Resolution	NTSC Requirements
D1	720 horizontal x 480 vertical
1/2 D1	352 horizontal x 480 vertical
SIF	352 horizontal x 240 vertical
Note: The resolutions attained depend on the data transmission rate.	

2) Electrical Specifications:

All wiring of the DV encoders and DV decoders shall meet the NEC requirements and standards. All equipment shall operate on a nominal voltage of 120 volts alternating current ("VAC"). The equipment shall operate within a voltage range of 89 VAC to 135 VAC. The operating frequency range for power shall be 60 hertz \pm 3 Hz. If the device requires operating voltages other than 120 VAC, the selected Offeror shall supply the appropriate voltage converter that meets the same environmental specifications as the respective DV encoder and DV decoder unit.

3) Environmental Specifications:

The digital video encoder shall meet ambient operating temperature of -30° F to 165° F as defined in the environmental requirements section of the NEMA TS2 standards, with a maximum non-condensing humidity of 95%. Ensure that The DV encoder shall be resistant to vibration and shock, and conforms to Sections 2.1.9 and 2.1.10, respectively, of the NEMA TS 2 standard.

DV decoders shall be installed in a climate-controlled environment. DV decoders shall meet all specifications during and after being subjected to an ambient operating temperature range of 32° to 113° F (0° to 45° C).

4) Physical Specifications:

DV encoders and DV decoders shall have light-emitting diode ("LED") displays, liquid crystal displays ("LCD"s), or similar illuminated displays to indicate status for power, data activity, link status, and video transmission.

5) Networking Standards:

The DV encoder and DV decoder local area network ("LAN") connection shall support the requirements detailed in the IEEE 802.3 standard for 10/100 Ethernet connections. The contractor shall provide a DV encoder and DV decoder having a minimum of one Ethernet port, which shall be a 10/100 Base-TX connection (at a minimum). The connector shall comply with applicable EIA and TIA requirements and shall provide copper-based network interface ports that utilize RJ-45 connectors.

All Category 5E, unshielded twisted pair/shielded twisted pair network cables shall be compliant with the EIA/TIA-568-A standard. The network communication shall conform to User Datagram Protocol ("UDP"), Version 4 of the IP and Version 2 of the Internet Group Multicast Protocol ("IGMP").

6) Communication Standards:

The selected Offeror shall furnish hardware-based DV encoders and DV decoders having a minimum of two serial data interfaces and connectors that support EIA-232/422/485 standards. The serial interfaces shall support EIA-232 as well as 2-wire and 4-wire EIA-422/485 connections. The serial interfaces shall support data rates up to 115 kbps. The serial interface parameters, such as data format, number of bits, handshaking, and parity, shall be software programmable through the DV encoder or DV decoder web interface, through local console port connection or through telnet. Serial interface ports shall utilize RJ-45 connectors, D-sub connectors, or screw terminals. The contractor shall furnish any serial adapters/connectors necessary for integrating interconnected devices with the DV encoder or DV decoder.

7) Management Capability:

DV encoders and DV decoders shall support local and remote configuration and management. Configuration and management functions shall include access to all user-programmable features, including but not limited to IP addressing, serial port configuration, video settings, device monitoring, diagnostic utilities, On Screen Display ("OSD") settings, reset or restart functions, network settings, multicast and unicast address settings. The DV encoder and DV decoder shall support user configuration and management using serial login, telnet login, and Simple Network Management Protocol ("SNMP").

Provide DV encoders and DV decoders with software for graphical user interface for control and settings.

iii. Construction Methods:

The DV encoder shall be rack mountable and/or shelf, DIN rail, and designed for use in roadside control cabinets without climate control. The dimensions of the DV encoder shall allow installation in an ITS 170 controller cabinet and/or EIA-310 standard 19" rack-mount equipment cabinet. Front panel status indicators shall remain unobstructed and visible. Only stainless steel external screws, nuts, and locking washers shall be used. All parts shall be made of corrosion-resistant materials, such as plastic, stainless steel, anodized or painted aluminum, brass, or gold-plated metal.

Non-hardened DV decoders shall be shelf and rack mountable, and designed for use in a climate-controlled Traffic Operations Center or computer room. The rack-mounted DV decoder shall be designed to fit in a standard EIA 19 inch rack and shall not require shielding from other electronic devices, such as power supplies and other communication equipment. The dimensions of the DV decoder shall allow installation for the specific application.

Due to the nature of the equipment, complexity of the electronics, and harsh environmental conditions at installation locations, DV encoders and DV decoders shall be used that can be replaced immediately when defective or damaged units must be removed and replaced. The City shall return damaged units to the manufacturer for warranty repair or replacement.

The successful offeror shall furnish and install all mounting brackets and hardware necessary to install DV encoders in rack-mount cabinets and to install DV decoders in existing equipment racks at the STC. The DV encoders will initially be installed in an equipment cabinet in the STC, and shall be connected to the City's existing video optical transceivers as well as the video multiplexers connecting to VDOT. The video switch connections to these sources shall be maintained during the transition, and shall only be removed from operation once the new wall controller and video display wall has completed acceptance testing.

The DV encoders will be relocated to field cabinets by the City upon completion of Ethernet upgrades (by others).

The successful offeror shall:

furnish and install all power supplies, cables, etc. that are required to properly power on DV encoders and DV decoders at each location; and

furnish and install all video and communications cabling, such as coaxial jumpers, Cat5e cables, etc. that are required for communication from the DV encoders and DV decoders to Ethernet switches, video switches, CCTV cameras, etc. in the field and at the STC for a fully functional system.

iv. Testing and Training:

The contractor shall supply documentation of all test results to the City Project Officer prior to approval of the system. In lieu of or in addition to this requirement, the City Project Officer may consider outside contractor and third party test results.

1) General

The selected Offeror shall subject the equipment covered by these Specifications to design approval tests ("DAT"s), field acceptance tests ("FAT"s), and STC Integration tests. The contractor shall develop and submit a test plan for DATs and FATs to the City Project Officer for review and approval and ensure that the test plans demonstrate each and every functional requirement specified for the device or system under test.

The City Project Officer may accept certification by an independent testing laboratory in lieu of the DATs to satisfy the requirement that certain features and functions have been witnessed and documented as performing satisfactorily. The selected Offeror shall arrange and conduct the tests and satisfy all inspection requirements prior to submission for the City Project Officer's inspection and acceptance.

The City Project Officer reserves the right to witness all DATs and FATs. The selected Offeror shall compare all test results with their corresponding special provisions. The selected Offeror shall complete the tests within five calendar days from the initiation of the testing process.

2) **Field Test Requirements:**

The selected Offeror shall perform local field operational tests at the device field site and end-to-end video streaming tests as required by the City Project Officer in order to demonstrate compliance with City specifications. Testing will include, but not be limited to, the following:

- Verifying that physical construction has been completed as detailed in the project documents.
- Inspecting the quality and tightness of ground and surge protector connections.
- Verifying proper voltages for all power supplies and related power circuits.
- Connecting devices to the power sources.
- Verifying all connections, including correct installation of communication and power cables.
- Verifying video image is present and free from over-saturation and any other image defect in both color and monochrome mode.
- Verifying network connection to the DV encoder and DV decoder through ping and telnet session from a remote PC.
- Verifying serial data transmission through the DV encoder and DV decoder serial ports.
- Verifying support of unicast, multicast, SAP, and QoS.

3) **STC Integration Testing:**

The selected Offeror shall coordinate with the City Project Officer to perform STC integration testing for each DV encoder and/or DV decoder site according to the following:

- Transparent communications pass-through to associated CCTV and other attached devices.
- Remote control integration of changing designated video sources monitored by installed DV decoders.

v. Warranty/Guaranty Provision

The balance of the manufacturer's warranty shall be fully transferable from the selected Offeror to the City. If the manufacturer's warranties noted below are for a longer period, those longer period warranties will apply.

The selected Offeror shall provide a DV encoder or DV decoder having a manufacturer's warranty for equipment and parts furnished to be free from defects in fabrication, assembly, and materials for two years from the date of final acceptance by the City Project Officer of all work to be performed under the Contract, which shall be renewable for up to three additional years (in one year increments).

Warranty periods shall begin on the date of final acceptance by the City.

vi. Measurement and Payment:

Digital Video Encoder will be measured in units of each and paid for at the contract unit proposal price per each. All cabling, testing, or other labor or materials required to install and integrate the encoder, as well as training and documentation will be considered incidental and not be paid for separately.

Digital Video Decoder will be measured in units of each and paid for at the contract unit proposal price per each. All cabling, testing, or other labor or materials required to install and integrate the decoder, as well as training and documentation will be considered incidental and not be paid for separately.

G.6. L2 STC Ethernet Switch

i. Description

A Layer 2 Managed Ethernet switch is required to connect encoders, decoders, system server(s) and the wall controller to the video network. The selected Offeror shall provide to the City the functional and network requirements for interconnection of DVMS hardware to the network. The City will procure the switch(es) through its approved procurement process and provide it to the selected Offeror. The selected Offeror shall perform the switch configuration and install the switch in the video equipment rack in the equipment room at the STC for this purpose.

ii. Installation Requirements

The selected Offeror shall adhere to the following installation requirements:

- 1) Network switches shall only be configured and installed by switch manufacturer trained personnel.
- 2) Network switches shall be installed in accordance with manufacturer's guidelines and requirements.
- 3) The selected Offeror shall request from the City, switch configuration information (such as IP address, VLAN Tag values, etc.) not more than 10 days after the switch cut-sheets have been approved.
- 4) The goal of the switch configuration is to reduce the network delay, as well as provide network redundancy at the Layer 2 levels.
- 5) The selected Offeror shall submit for review and approval their configuration plan to address: rapid spanning tree protocol, virtual routing redundancy protocol and VLAN configuration prior to final field configuration of switches.
- 6) The selected Offeror shall provide as needed the necessary Cat 6 patch cords for a complete and functional installation.
- 7) The selected Offeror shall provide training for proper management of the equipment installed. This training should cover daily operation as well as maintenance and configuration of the switching equipment installed as part of this project.

iii. Testing

- 1) General Requirements:
 - a) The selected Offeror shall conduct a project testing program for all network switches. The project testing program for network switches shall include but is not limited to the additional specific requirements in this subsection.
 - b) All test results shall confirm physical and performance compliance with these specifications within 14 days of completion of the tests.
- 2) Stand-Alone Test ("SAT"):
 - a) The selected Offeror shall perform SAT on the Network Switch(es). The SAT test shall demonstrate that each switch has been configured as required under these specifications in coordination with the City's IT guidance. Requirements and all other settings as required to meet the project requirements including performance.

iv. Measurement & Payment

Install/Configure Layer2 Managed Network Switch. The L2 Managed Network Switch will be provided to the selected Offeror by the City, through the City's approved procurement process. The proposal price for install/configure shall be measured and paid for on a lump sum basis. The price proposal shall include installation, configuration, system integration, and testing of a Network Switch including all chassis, modules, power cables, power supplies, software, license, fiber optic patch cords, fiber optic attenuator patch cords, Cat 6 patch cords, media converters (if needed), and all incidental components, attachment hardware, mounting shelf and hardware, testing and training requirements, and all work, equipment, and appurtenances as required to provide a fully

functional switch ready for use. The price shall also include all system documentation including: shop drawings, operations and maintenance manuals, wiring diagrams, block diagrams, and other material necessary to document the operation of the switch and network. This price shall be full compensation for all labor, tools, materials, equipment, training, and incidentals necessary to complete the work.

The contract unit price shall be full compensation for all work specified in this section.

G.7. Disposal of Materials and Electronic Waste

The selected Offeror shall remove and dispose of all hardware and materials as directed by the City Project Officer and in accordance with federal requirements for the disposal of electronic waste. No separate payment shall be made for the removal of the existing controller and disposal of parts. When computer or server hardware containing hard drives are planned for disposal, the selected Offeror shall remove the hard drive(s) and deliver it them) to Candice Palmer, ComTech Department, located at 401 Monticello Ave, Norfolk, VA, 3rd floor.

G.8. Observation Period and Final Acceptance

The observation period and corresponding guarantee of all equipment, materials and workmanship will be enforced in accordance with the contact standard provisions. Workmanship supplied in the installation shall be fully guaranteed for the period of six months. During the observation period and six (6) month guarantee period, any part of the installation failing to meet requirements shall be replaced at no expense to the City within fourteen (14) calendar days following notification by the City Project Officer. Once replaced or repaired, the observation period with begin again after inspection and acceptance by the City Project Officer.

The purpose of this observation period is to assess the operation adequacy of the installation and final acceptance of the hardware and services as provided by the selected Offeror.

G.9. Warranty Services

Warranty periods shall begin on the date of final acceptance by the City.

i. Hardware Warranty

The selected Offeror shall provide hardware built to operate in a 24/7/365 environment and have a minimum installation 2-year installation warranty and a manufacturer's warranty for equipment and parts furnished to be free from defects in fabrication, assembly, and materials for two years from the date of final acceptance by the City Project Officer of all work to be performed under the resulting contract, which shall be renewable for up to three additional years (in one year increments).

The balance of the manufacturer's warranty shall be fully transferable from the selected Offeror to the City. If the manufacturer's warranties noted below are for a longer period, those longer period warranties will apply

ii. Software Warranty

The selected Offeror shall provide software built to operate in a 24/7/365 environment and have a minimum installation 2-year installation warranty, which shall be renewable for up to three additional years (in one year increments).

G.10. Maintenance Contract

The selected Offeror shall provide a future maintenance contract for the City with enhancements to cover the system integration & configuration, as well as all equipment, parts, and associated labor for a period of two (2) years with up to three (3) additional one-year optional renewal periods. The contract shall adhere to the following:

- 1) The same response times as within the warranty period will apply.
- 2) The maintenance contract will include unlimited field service calls to site for urgent care for problems with all covered equipment.
- 3) The maintenance contract will include one preventive maintenance site visit every six months to inspect, repair and adjust systems to restore them to optimal operation.
- 4) The maintenance contract will cover 100% discount on repair parts.
- 5) The maintenance contract will cover 100% discount on labor.

G.11. Documentation

The selected Offeror shall provide detailed documentation including user's manuals, procedure manuals, etc. particular to each hardware and software element provided as part of the services of this contract. The selected Offeror shall also provide documentation specific to the integration of services provided with the resulting contract.

G.12. Training

Upon completion of the work and at a time approved by the City Project Officer, the selected Offeror shall provide instructions by a qualified instructor to City personnel in the proper operation and maintenance of the equipment. City personnel shall receive training comparable to the equipment manufacturer's factory training for each new type of video equipment that has not previously been installed within the City. The duration of instruction shall be for not less than one 2 hour session for instruction of device operation and maintenance. Training will be considered incidental to the DVMS and associated equipment upgrades, and video wall maintenance/warranty wherein no separate measurement and payment will be made. The selected Offeror shall provide up to 2 hours of additional training coincident with annual preventive maintenance site visits. Travel will also be considered incidental, wherein no separate measurement and payment will be made.

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ATTACHMENT H: PROPOSAL EVALUATION/SELECTION PROCESS

Offerors are to make written proposals that present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the City may properly evaluate your capabilities to provide the required goods/services. The following criteria are to be utilized in the evaluation of qualifications for the development of the shortlist of those offerors to be considered for submitting subsequent price proposals. Individual criteria may be assigned varying weights at the City's discretion to reflect relative importance. Offerors are required to address each evaluation criterion in the order listed and to be specific in presenting their qualifications. Only the Technical/Qualifications Criteria (1 through 4) will be used for evaluating proposals.

Offerors must possess the following minimum experience:

- 1) The Vendor will provide a list of at least three (3) references of existing installations where the equivalent product (in any configuration) has been implemented. However, the proposed product will be as close to an off-the-shelf product of the current production line of the manufacturer. All products provided must have a minimum shelf life of not less than five (5) years.
- 2) If the Offerors' proposal submission will be from a team composed of more than one (1) company or if any subcontractor will provide more than fifteen percent (15%) of the Services, all participating companies must be identified. Provide a description, which includes the teaming relationships, form of partnership, each team member's contribution, and the experience of each team member, which qualifies them to fulfill their responsibility. Provide descriptions and references for the projects on which team members have previously collaborated.
- 3) Selection of the successful Offeror will be based upon submission of proposals meeting the selection criteria. The City will form an evaluation committee to review, rank, and shortlist Offerors for subsequent consideration. The City may elect, at its sole discretion, to conduct interview/demonstrations to obtain clarifications to Offerors' proposals. The minimum selection criteria will include:

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ATTACHMENT I: EVALUATION TABLE AND CRITERIA WEIGHTS

	EVALUATION CRITERIA	WEIGHT
1.	Functional Requirements <ul style="list-style-type: none"> • Extent to which the proposed hardware and software meet the RFP's functional requirements • Compliance with the RFP's technical requirements • Extent of system customization needed to meet requirements; if any. • To what extent is the customization required to address integrating with 3rd Party software and system applications. • Innovative solutions System Scalability (i.e. additional video sources and/or users; how is this addressed by any license constraints) Offeror to identify whether licenses are individual or enterprise.	30
2	Implementation Services and Ongoing Maintenance Support Plan <ul style="list-style-type: none"> • Project Technical Approach for addressing integration with the City and with 3rd Party software/applications in order to deliver the final Solution. • Project Plan – including all major tasks and sub-tasks • Project Schedule – using a Gantt Chart format which details the major tasks and sub-tasks, assigned resources, time for completion of each major task and sub-tasks, etc. • Proposed Project Management Approach • Proposed Integration and Technical Approach Plan (Reference Attachment AA) reflecting previous experience using the same technology as the City • Training – methodology, training curriculum, documentation and support. Identify whether the training will be standardized or customized for the system. • Warranty Service and Annual Maintenance Service offering • Proposed Maintenance Schedule 	25
3	Experience and Qualifications of Firm and Proposed Staff <ul style="list-style-type: none"> • Installations (number and size) of equivalent product • Financial Stability of Firm • References • Resumes of proposed staff • Team organization and amount of experience as a team • Current Workload and ability to complete required work within the City's schedule • Availability and degree of support services 	20
4	Pricing <ul style="list-style-type: none"> • Base price • Scalability • Recurring costs 	25
	TOTAL	100

ATTACHMENT J: PRICING SCHEDULE

J 1 Mandatory Items

Using the Pricing Schedule, provide detailed pricing for all costs associated with furnishing and installing the materials and services contained in the scope of services and technical requirements of this RFP. This shall include all labor, supervision, hardware, software, implementation costs, implementation costs, development costs, waste disposal, training and travel. Offerors' shall submit Mandatory Item pricing using the attached pre-formatted Excel spreadsheet file.

J 2 Itemized Items

Provide detailed itemized prices list for the following additional services:

1. Hourly Rates of key personnel (please include Name, Position relative to the project and hourly rate)
2. Additional individual DVMS software camera license.
3. Additional individual DVMS software user license.
4. Any anticipated costs related to Annual Maintenance Services which will require additional expense to the City.

J 3 Supplemental Items

Provide separate itemized and bundled (if applicable) price list for services that are above the mandatory requirements of the RFP, and that the qualified Offeror has indicated through their proposal to provide value to the City's video upgrade deployment. The City reserves the right to request qualified Offerors to provide pricing for Alternative items in a Proposal Alternative form. Where this right is exercised, Proposal Alternatives will not be considered in evaluating the final award.

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ATTACHMENT K: OFFEROR'S DATA SHEET

1. **QUALIFICATIONS OF OFFEROR:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. ____ Years ____ Months
3. **REFERENCES:** Indicate either below or by attachment a listing of at least three (3) clients that your firm has provided the products and/or services described in the proposal. Include the dates service was furnished, and the name, address, email address, telephone and fax number of the person the purchasing agency has your permission to contact. A narrative statement should be provided for each reference, describing the scope, size and type of service provided to each reference. **Please verify that the contact persons whom you have listed below are still employed with these firms prior to submitting their names.**

CLIENT'S NAME AND ADDRESS	BEGIN & END DATES OF SERVICE	NARRATIVE STATEMENT	PERSON TO CONTACT AND TELEPHONE, FAX NUMBER AND EMAIL

4. Is your firm currently registered as an eVA vendor? __No __Yes
Registration is a requirement to receive an award.
5. Is your firm a faith-based organization? __No __Yes